



UNITED STATES MARINE CORPS

COMPANY "B" (-)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:
4400
Admin
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COMPANY POLICY LETTER 10-99

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: Standing Operating Procedures for Supply (SUPSOP)

1. Mission of the Supply Section. The primary mission of the supply section is to provide the necessary supply and financial support to this unit. This includes the ordering, issue/recovery of individual equipment, Class IX maintenance support for allowance-type items, accountability for uniform items, execution of all maintenance/support contracts, and budget submission to support all training accomplished by the unit. Additionally, supply maintains all relevant publications and advises the I-I on supply, fiscal and procurement related matters.
2. Responsible Officer. The I-I is appointed in writing as the Responsible Officer (RO) for all property on charge to this unit. He shall ensure all property is accounted for and properly sub-signed, if applicable. All gain/loss or destruction of equipment must be submitted to the RO for appropriate action.
3. Responsible Individual. The RO may appoint, in writing, Responsible Individuals (RI) to sign for property under their cognizance. The Supply Chief shall ensure the appointment letters are maintained, current and all accountable property is signed for on Equipment Custody Record (ECR) cards.
4. Supply Directives. The supply section shall ensure all pertinent orders and directives are on hand. Orders and directives are ordered through the Administrative Section on the Marine Corps Publications Directives System (MCPDS).

A. B. O'CONNELL
Inspector-Instructor

"The Commanding Officer is cognizant of,
and concurs with, the information contained
herein but is not available for signature."

T. L. SMITH
Commanding Officer

Distribution: A

PURCHASING PROCEDURES

1. Methods of Open Purchasing. The primary sources of open purchasing in this unit are Federal Supply Schedules (FSS), General Services Administration (GSA) contracts, Blanket Purchasing Agreements (BPA), manual contracts and the IMPAC Card.

a. FSS/GSA Contracts. All requests for open purchases must be screened against FSS/GSA contracts, as applicable. The purpose of the FSS/GSA contract is to provide the government with a source for high-use items, or items determined to be of a nature the federal government finds advantageous to contract for at fair and responsible prices. If any item is on a mandatory schedule, that is the source of supply for that item. Only in extreme instances may the item be purchased locally; this deviation must be justified and well documented in the purchasing file.

b. Blanket Purchase Agreements. BPA's are established with local vendors when their goods or services are used on a recurring basis. These are nothing more than "charge accounts" that are billed at the end of each month by the vendor.

c. Manual Contracts. DD Form 1155 is used to execute manual contracts. These contracts are used to purchase goods/services when dollar limitations for Imprest Fund purchases are exceeded.

d. IMPAC Card. The IMPAC Card is provided to facilitate small, onetime purchases within prescribed dollar limitations. Each Company may be allowed two (2) IMPAC Cards, to individuals assigned by each Company I-I. The IMPAC Card holder must be familiar with the contents of ForO 4200.1 and the instructions provided within the IMPAC Card Letter of Instruction (LOI). Also, all card holders are required to either attend the Small Purchasing Course or finish the correspondence course. Bills will be mailed on the 20th of each month to the Battalion and Card holder. The IMPAC Card holder will annotate a call number for each purchase and certify the bill prior to forwarding it to the Purchasing Officer. All IMPAC card buys must be initiated with a Purchase Request Document (PRD) and approved by the Purchasing Officer prior to its use.

e. Service/Maintenance Contracts. Company B no longer pays for service contracts. The bill goes to Battalion who in turn pays it in full. Company B will get a copy from the vendors to keep on file and in accordance with the current contract.

f. Board and Lodging Agreements. BLA's are established for billeting and messing for SMCR personnel.

2. Billeting. DivO 11103.1A states that reserve personnel living outside a 50 mile radius of the reserve center are authorized overnight billeting while in a drill status. Personnel shall sign up at least 2 weeks prior to the date billeting is required. The I-I Staff First Sergeant shall ensure each Marine requesting billeting meets the distance requirement. The commercial billeting audit shall determine whether there has been any fraud, waste or abuse of the commercial billeting. Any Marine who has accepted billeting, but did not rate it, shall reimburse the government for the cost of the billeting received.

3. Contract Meals. Contract meals are provided to SMCR personnel on an "in-kind" basis. All meals shall be signed for prior to consumption. All officers and active duty enlisted personnel must pay for these meals at the contract price, regardless of BAS rates, prior to consumption.

4. Maintenance Contracts are established for typewriter/office machine repair and maintenance.

5. Payments. Payments for the receipt of goods and services, with the exception of IMPAC Card transactions, are made by the Marine Corps Finance Center (MCFC) Kansas City, MO.

a. DD Form 1155. Upon receipt of goods and services, the DD Form 1155 is certified, the original and one copy of the invoice are completed using the four-line stap, and along with the original DD Form 1155 are forwarded to the MCFC. A copy of the DD Form 1155, invoice, PRD, and other pertinent documentation are retained in the purchasing files in supply.

b. NAVCOMPT 2277. This form is used when making a payment against a BPA, BLA, pre-obligated funds (i.e. POL, telephone bills, etc.) a copy of the contract with original signature and all clauses must be forwarded to the MCFC for subsequent payments to be made.

c. SF 1080. This form is certified and appropriation data typed on the form when making payment against an ISA.

6. Inter-Service Support Agreements (ISA). An ISA is established with Camp Atterbury, IN for fuel, vehicle maintenance, etc. Obligations against the ISA are effected using a NavCompt Form 2275 and a folder is maintained to show current status and to control funds. During fiscal year close-out, a NavCompt Form 2275 is submitted for Camp Atterbury to recoup unused funds and to close out the records at Camp Atterbury. The ISA is established for a period of five (5) years and renegotiated upon expiration.

7. File Maintenance. For all open purchase transactions, exempt IMPAC Card purchases, a folder is established containing the DD Form 1155, PRD, invoices, and other documentation. These are filed in PIIN number sequence by fiscal year, for a period of three fiscal years.

SASSY PROCEDURES

1. General. SASSY requisitioning procedures are detailed in UM 4400.124. The MARFORRES Supply SASSY system is very similar to that of the active forces. All exception reports (DASF Exceptions, etc) shall be maintained as directed by MCO P4400.150. As there is not General Account section at MARFORRES headquarters, all requisitions are forwarded directly to the IMM. All NSNs resident on the master Header Information File (MHIF) shall be ordered through the SASSY system.

2. RAC Funding. Requisition Authority Control funds are budgeted for the procurement of system items. RAC Funds for T/E equipment shall be totally controlled by the battalion. Funds for maintenance of equipment shall be allotted to the companies for obligation. RAC funds are obligated upon indication of the additional demand (DIC ZOA) or MIMMS 4-Cards (battalion supply), and remains obligated until the item is either received or canceled. The RAC Status of Funds Report must be maintained current so availability of funds are known at all time.

3. Input/Output. All transactions shall be forwarded via ELMS on ATLAS courier to Battalion Supply. Exception reports shall be extracted and filed daily at the Battalion level.

4. Requisitioning Procedures

a. Battalion: Either a PRD or ERO and EROSL will be used to initiate a requisition. The battalion supply chief shall manage and monitor the status of all transactions until they are either received or canceled. Because all RAC funds are managed at the battalion, all off-line requisitions will be submitted and managed by the battalion.

b. Company: Each company will submit requisitions for its respective company utilizing battalion assigned document numbers with the company's AAC in CC 30-35, signal code J or X, and the battalion's AAC in CC 45-50. Proper technical research will be conducted by each company. Each company is required to ensure availability of funds before submission of any requisitions. Battalion and Company Supply Chiefs will monitor the status of all transactions until they are either received or canceled. Off-line requisitions shall be forwarded to the battalion for processing on a PRD identifying it as off-line. It will be

keypunched in ATLAS as a MILSTRIP transaction and forwarded to battalion on a courier.

5. Reconciliation procedures. Each company shall reconcile with the battalion telephonically every two weeks and the battalion will keep records of there reconciliations. Prior to the company supply chief reconciling with the battalion he will reconcile with each company commodity section. Additionally, management reports must be reconciled to ensure submitted changes have processed and created the desired effect o the subject records.

6. Receipt procedures. Upon receipt of an item, the DD 1348 is matched against the item received and is signed for by the company's supply section. The receipt is then validated against the DASF, annotated with action taken, and used as the source document for inducting the receipt transaction (D6Ts). The companies will keypunch D6Ts for all items delivered directly to their site. The commodity section will then sign the DD1348 receipting for the property. The DD 1348 is then forwarded to the battalion to be filed in the completed POD file. The company shall retain copies of receipts sent to the battalion for reconciliation purposes. The battalion will monitor the DASF until the document drops off and the record is retired.

a. Receipts not from Due: Occasionally, items will be receipted for that are not resident on the DASF. These items will be receipted for by the company with a D6A transaction. Battalion supply will be notified immediately of any accountable items receipted for in this manner and the receipt documents will be forwarded to battalion supply.

7. Manual Receipt Procedures. Any item that is ordered "off-line" (from other than the SASSY system) must be receipted for and reported using the D6S format. Items ordered off-line are those items which have NSNs that are not resident on the MHIF, or when directed by higher headquarters.

8. Cancellation procedures. Upon receipt of cancellation status, the battalion will notify the appropriate company and the item will either be reordered or further researched as per the cancellation status. Each company will inform the battalion whenever cancellations are requested on a requisition.

PROPERTY CONTROL

1. General. All non-expendable/controlled items, either T/E or non-T/E, must be accounted for and controlled.

a. Allowance-type Items. These items are listed on the unit's T/E and Mechanized Allowance List (MAL). All type 1 items, those with Table of Authorized Material Control Number (TAMCN) letters A-E must be either on-hand or on order at all times. All type 2 items, TAMCN H-N are maintained within fiscal constraints. Allowance-type include individual equipment and weapons, motor transport items and communication items. These items are considered necessary and combat essential to the accomplishment of the unit mission. Although listed on the MAL, some T/E items are sub-signed out to the section heads.

b. Non-T/E Allowance type Items. These items include garrison and plant property, chevrons, medical supplies and furniture. These items are accounted for on either CMR's furnished by 4th MarDiv or on 708 cards. A non-T/E allowance list must be prepared and approved by the RO.

c. Garrison Property. Garrison property is all property that remains at the training center in the event of unit mobilization. These items are basically office furniture and machines. Furniture is accounted for on ECR cards; all other garrison property is listed on a Consolidated Memorandum Receipt (CMR) from Division Base Operations (BOS).

d. Plant Account Property. Plant account property is high cost property such as commercial vehicles. These items are listed on a CMR furnished by 6th Engineer Support Battalion. Both the garrison property and plant account property CMR's must be reconciled, signed the RO, and returned to Battalion within the time frames directed.

2. Voucher file. All items of equipment that are transferred, disposed of, lost/gained or force fed to the unit must be properly vouchered to adjust the property records and maintained in a voucher file. These include all DIC's D6A, D7J, D7P, DyY, Z2M etc., with all supporting documentation (ie DD 250, NAVMC 6, DD 1348-1), etc). The voucher file is maintained in document number sequence, by transaction type for a period of two (2) years.

CLOTHING

1. General. MCO 10120.28 provides guidance for the management of clothing for the reserve program. Upon checking in to the unit, each individual must have his/her clothing inventoried for accountability and serviceability using NAVMC form 631/631A. A uniform clothing file will be initiated on each Marine upon check-in. It is the responsibility of each Marine to maintain his or her uniforms. Replacement under the in-kind system is authorized for those uniforms worn out/destroyed through duty related wear only. The wearing of uniform items during periods of other than drill/ATD is not authorized.

a. Allowances. Current directives state Reserve personnel must have the same clothing allowance as their active duty counterparts.

b. Requisitioning. Each company will mail a NAVMC 604/604B form for uniform requisitions to the For Sam Houston, Texas Uniform Clothing Branch,. A copy must also be forwarded to battalion supply for fiscal accountability. No uniform items will be ordered without funding available. The companies will reconcile clothing with the battalion in conjunction with the DASF.

c. Receipt procedures. Upon receipt of an item, the NAVMC 604/604B Form is matched against the item(s) received and signed for by the company's supply section.

d. Issue. Items are receipted for on the NAVMC 604/604B form by the Marine initialing by each item ordered. The NAVMC 604/604B is completed when the Marine signs and dates the form. Filing of the NAVMC 604/604B forms will be in alphabetical order in a completed file and maintained for a period of 2 years. The following types of issued are authorized:

(1) Initial issue: Initial issue NAVMC 604/604B are filed in the completed file. The duplicate is destroyed.

(2) Supplemental/Replacement issue: The original 604/604B is filed in the completed file, and a duplicate is filed in the Marine's clothing file behind his/her clothing inventory (NAVMC form 621/631A). This facilitates the monitoring of replacement issue of uniform items so the Marine does not get excessive replacement of some items.

(3) Prior Service Marines: Due to the lack of obligation on the part of the Marine to stay in the unit, a prior service Marine should be issued the minimum requirement to allow

them to complete 6 months drill. After the Marine has proven a willingness to stay in the unit, a full issue may be provided.

(4) CAT-P Marines: These are future Members of your unit that have not yet attended boot camp. An uniform file will be opened for each CAT-P and one complete set of camouflage utilities will be placed on order for issue.

2. Accounting. Uniform inventories and issues are recorded on 631/631A forms. The inventories will be recorded on the form in pencil, until the Marine is transferred to another unit or to the IRR; at this time the form will be completed in ink.

3. Inventory. Clothing inventories are required upon check-in and at least annually for all SMCR personnel. Additionally, inventories are performed during a MORDT exercise to ensure all personnel have their uniforms prior to mobilization. All deficiencies are identified on the 604/604B form for ordering upon arrival at the Site of Initial Activation (SIA).

4. Alterations. The companies near a government installation should solicit those installations for support. Current directives state that changes to physical profile, normally weight gain/loss, is the responsibility of the Marine. If a uniform no longer fits due to a change in physical profile, that uniform must be replaced at the expense of the Marine.

5. Uniform Retrieval. All uniform items will be retrieved from all Marines discharged with an Other Than Honorable discharge. In those cases of OTH discharge where the Marine does not turn in the full issue of uniforms, a checkage sale (NAVMC 6) will be conducted.

6. Excess Stockage. Marine Corps Reserve units will not stock clothing items. The supply section is allowed to maintain this clothing two drill periods. If after two drills a Marine has not claimed an order, it may be issued to fill an order for another Marine, returned to the supply system, or one of the Marine Corps Recruit Depots.

AMMUNITION ACCOUNTING

1. General. ForO 8010.1_ and UM 4400-15 contain detailed instructions for ammunition and ammunition accounting.

a. Requisitioning/Storage. Anticipated quarterly ammunition requirements must be submitted by letter to Battalion 30 days prior to the start of each quarter. All ammunition requisitions must be submitted by letter to Battalion at least 75 days prior to the date the ammunition is required for training, requalification, fam-fire, etc. This ammunition is stored at Fort McCoy, WI and Battalion Supply is responsible for accomplishing required inventories and maintaining accountability of the ammunition.

b. Issue/Turn-in. As previously stated, ammunition is requisitioned via Battalion. Prior to the date of fire, Battalion Supply provides this unit with a DD581 with DODIC, lot number and quantity to be drawn from Fort McCoy Ammo Depot. Signature cards are maintained at Fort McCoy Ammo Depot for all personnel authorized to draw ammunition. Once the fire is completed, unused live rounds, cartridges, ammo boxes and carriers are returned to Fort McCoy Ammo Depot for disposition in accordance with Fort McCoy Regulation 350-1. The turn-in is annotated on the DD581 is returned to Battalion. This unit submits a report of Ammunition expended to Battalion Supply.

c. Transportation. An armed escort must accompany all ammunition being transported to and from the training areas.

d. Storage of Limited Quantities of Small Arms Ammunition. In accordance with CG 4thMarDiv ltr 8010 over 4 AMMO/30 dated 30 Mar 88, the total quantity of small arms security ammunition will not exceed 550 rounds. Small arms ammunition is accounted for on NAVMC 10774 cards by the Supply Section. This ammo is subsigned to the inspector-instructor Armorer on ECR Cards and is stored in the armory safe. The Armorer performs required ammunition inventories. All required reports are completed at the Battalion level.

COLLECTION AND ACCOUNTING FOR PUBLIC FUNDS

1. General. MCO P4400.150 and UM 4400-124 provide guidance for accounting and collecting public funds. These funds include the cash sale of government property, sale of MRE's/contract meals, and miscellaneous reimbursements to the government. The Authorized custodians shall be appointed in writing and the letter of appointment maintained on file for 5 years after relief of the Authorized custodian.

a. Cash/checkage Safes. When reimbursement is offered in case of loss, damage, or destruction of government property, such reimbursement will be for the full value of the property, or the cost of restoring the property to its previous condition. When an individual consents to reimburse the Government transaction will be handled either as a cash or checkage sale. It is preferable that the transaction be accomplished by means of a cash sale. A missing gear statement is used to initiate a cash sale. The individual must be advised in writing, by an impartial officer not in the individual's chain of command, of the contents of paragraph 6.2 a of UM 4400-124 and afforded the opportunity to consult with a Judge Advocate concerning the reimbursement. A NAVMC 6 form is prepared and used as a source document to adjust the property record.

b. Dining Facility Cashier. A dining facility cashier will be appointed in writing to act under the supervision of the Authorized Custodian to collect cash for the sale of meals and to safeguard the money until it is turned over to the Authorized Custodian. The dining facility cashier shall monitor the signing of the NAVMC 10789 by reserve enlisted personnel and record sales to officers and active duty Marines on the NAVMC 10298. The Dining Facility Cashier is authorized to have in his possession public funds for the sale of meals not in excess of \$100. All funds shall be turned into the Authorized Custodian daily for subsequent turn-in to the Disbursing Officer, MCFC, Kansas City, MO.

c. Surprise Audit and Verification of funds. The surprise audit and verification of funds is conducted at least quarterly by the Audit and Verification Officer. The I-I Staff first Sergeant is appointed in writing as the Audit and Verification Officer for this unit. A copy of his report shall be forwarded to the Disbursing Officer as required.

d. Disposition of funds. Cash collections from the sale of government property will be turned into the Disbursing Officer daily when practical or at least twice a week when daily deposit is impractical and weekly volume is over \$200 or less and on the

last Business day of the month regardless of the normal frequency.

WAREHOUSING PROCEDURES

1. General. Field warehousing procedures are contained in MCO 4450.7E. All companies utilizing medium type storage will establish field warehouse procedures.

a. Warehousing. A locator deck must be maintained current with on hands. The TURBO SIRS program may be used to automate the locator deck. Also, the ATLAS program may be used to build and update the locator deck using the appropriate YL_ transactions.

b. Issue of equipment. Individual equipment shall be issued utilizing the TURBO SIRS program which creates the image of a NAVMC 10577 (IMR cards). The card must be completely and correctly filled out, with all items initialed and signed for. It is the responsibility of the individual Marine to ensure all equipment signed for has been issued to him/her. TURBO SIRS has the ability to inventory all IMR Cards within minutes. Once the IMR Card is signed, the individual Marine assumes responsibility. For inventory purposes, correct sizes (NSNs) will be input on each IMR Card. Individual equipment issued to sergeants and below will be secured in lockers at the respective training center between scheduled drills. Additional security measures may be taken for expensive pilferable items such as STAP issued GORTEX. Example: GORTEX may be issued and recovered at each drill.

c. Recovery of Equipment. All individual equipment must be turned in whenever a Marine checks out. If a Marine checks out without turning all equipment signed out to him/her all responsible efforts must be used by the company to recover the equipment. If efforts to recover the equipment fail, a checkage sale must be performed and forwarded for collection by the IRS.

d. Inventory. All government property shall be inventoried annually and upon change of RO. Upon receipt of a new CMR from battalion, the RO shall inventory all items in his/her charge, and report discrepancies within the required time frames. In addition, spot inventories may be directed by the Supply Officer.

MISCELLANEOUS PROCEDURES

1. Control of MRE's. MRE's are accounted for on NAVMC 708 cards. When more than one lot number/date of pack is on-hand, a NAVMC 713 card must accompany the 708 card. MRE's are issued to SMCR personnel on an in-kind basis and sold to active duty enlisted personnel and all officers at the DOD rate. MREs shall be issued for field duty.

a. Requisitioning of MRE's. MRE's are requisitioned via naval message from Division Food Services, who in turn pass the request to MCLB, Albany, GA. MRE's are requested on a quarterly basis, to be used during the quarter for which requested. They are requested in using the free form screen on the Zenith 150 as per CG 4th MarDiv msg 052135Z Feb 88.

b. Reporting MRE Consumption. Consumption is reported on a quarterly basis, using the POR Usage Report, which is forwarded to Division Food Service. If the report is not prepared, it will result in a delay in receiving the requested MRE's.

c. Disposition of MRE's. Message traffic indicates "bad" lot numbers and specifies what action to take in disposing of them.

2. DRMO procedures. Items of individual equipment may be deemed unserviceable by the RO and turned-in to a local DRMO. To consolidate runs to DRMO for local companies, notify the battalion supply chief of the need to turn in gear. Battalion supply will notify the companies of any trips it has pending.

a. Turn-ins to DRMO: All DRMO mats will be forwarded to battalion supply. Battalion supply will process purpose code/condition code transferred (DIC DAC) to adjust the on-hand quantities of the MAL. Once the DAC processes, an issue to disposal transaction (DIC D7J) is inducted to transfer the item from the units records and the item is physically turned-in to DRMO, an interim receipt is issued. If the dollar value of the D7J is greater than \$100.00 or the item is considered sensitive or pilferable, regardless of dollar value, a DIC AS3 must be submitted as well. When submitting the AS3 transaction, enter S9D in card columns 4-6; this sends the AS3 to DAAS for reporting to Battle Creek, MI. This interim receipt is then discarded and the "RECEIPT COPY" with signature is received. The interim receipt is then discarded and the "RECEIPT COPY" is filed in the voucher file. Battalion supply will forward all turn-in documentation to MARFORRES BOS for all GME-type items so that the garrison/plant account property CMR will be adjusted.

b. Issued from DRMO: Companies are not authorized to receipt for any items from DRMO without prior approval of the Battalion Supply Officer. Screening of equipment is authorized. Battalion Supply views DRMO as a potential source of supply for all equipment shortages. DRMO often has serviceable excess items that are available to authorized recipients. These items are screened, requisitioned, and issued to the requested unit. The items must be added to the unit property records and accounted for like any other government property. After receipt of equipment, DRMO will process an AS1 shipping status transaction which will post to the battalion DASF. The DASF clerk will process a D6T with a blank into ATLAS to take the item off the DASF and onto the LUBF. A DAD transaction keypunched by the MAL Clerk will put the item on the MAL. Items received from DRMO will be assessed fees.

3. Reporting Serviceable Excess Property. Any serviceable, excess items must be reported to the DSO for disposition.

a. Controlled Items. All excess controlled items must be reported to MCLB, Albany, GA via naval message in WIR format. MCO P4400.82 contains instructions for submitting WIR's. Upon receipt of disposition instructions, comply with them and report action taken to the DSO.

b. Non-controlled Items. These items are reported to the DSO for disposition. This normally results in a redistribution order (DIC Z2M) to transfer the item(s) to another unit.

4. Manual Receipt Procedures. Any item that is ordered "off-line" (from other than the SASSY system) must be receipted for in D6S format. These items include blank forms, etc that have an NSN but are not resident on the MHIF. The key is to check the supplementary address block of the DD 1348-1; if it is other than MMM100 then a D6S transaction must be submitted.

5. LM2 Reporting. Items listed in MCBul 3000 are combat essential; these items are deadline reportable and all excesses and deficiencies are reported to Div MMO. Changes are made through the MIMMS program on the Zenith 150.

6. Controlled blank forms. All forms listed as controlled in the SL-8-09993 shall be secured, inventoried and controlled by the Administrative Chief. Cyclic inventories must be conducted to ensure these forms are on hand or have been properly issued.

7. SASSY/Prime Procedure Notices. Periodically, the DSO provides SASSY/Prime Procedure Notices to update procedures and provide guidance pertinent to the performance of supply related

duties. These procedures shall be read, action taken, and filed in the supply turn-over file maintained by the Supply Chief.